



Commission on Forensic Science  
Standards and Certifications Advisor Committee (SAC)

Minutes **(Final)**

September 21, 2016

10:00 a.m.-12:00 p.m.

Biology Department Conference Room

Science Center 130

Delaware State University

1200 N. Dupont Hwy

Dover, DE 19904

**Voting Members Present:**

**Clytrice Watson**

**Johna Esposito**

**Jamie Armstrong**

**Krystal Hans**

**Susan Wilgus**

**Voting Members Not Present:**

**Alice Brione**

**David Mangler**

1. Welcome, Call to Order-Dr. Clytrice Watson
2. Review and Approval of minutes,  
*March 16, 2016*  
Motion to accept: Johna Esposito  
Second: Susan Wilgus  
Motion carried  
*May 18, 2016*  
Motion to accept: Johna Esposito  
Second: Jamie Armstrong  
Motion carried

### 3. New Business:

- a. New committee members were introduced:
  - i. Susan Wilgus, Forensic Nurse for Public Defenders Office Kent and Sussex County. Mrs. Wilgus is replacing Lisa Schwind.
  - ii. Krystal Hans, Assistant Professor of Biology/Forensic Biology, Delaware State University
- b. New objectives and directive of committee
  - i. Dr. Watson asked the Commission if the SACs committee was still needed and the response was yes. We have a new charge, which is to decide what DFS will look like in the future. Three are
    1. Vision: What will DFS look like in 5-10 years
    2. Assess current market/pay rates in forensics
    3. Review current pay structure/pay scales of DFS
    4. Recruitment from local schools/Universities and develop retention plan
    5. Internships

There is overlap with the Strategic Planning committee in the area of pay scales and internship based on discussions at previous Commission meetings. There need to be a discussion with Major Evans regarding the areas to be addressed by each committee. Major Evans is now the Director of DFS. Dr. Watson is fine with directing the internship component since Dr. Hans and Watson are both at academic institutions. It would make sense for the Strategic planning committee to retain the evaluation of the pay rates since they are developing the overall plan.

**Jamie:** I believe pay goes with employee retention since they are connected.

Perhaps we should consider renaming our committee and define clear points that this committee would like to address.

**Johna:** Pay rate should fall under Strategic planning based on their title.

Suggested by Johna was Standards and Outreach

**Susan:** Who oversees standard operating procedures?

**Define "Standards":**

Pay Scale

Operating Procedures

It was discussed that there needs to be some clear distinctions between the two committees and identify the responsibilities of SACS and the Strategic planning committee.

#### **Internships:**

Would Strategic planning be okay with SACS taking on the internship component?

Pay rates: the two committees could both work on pay scales.

Discussion:

- Medical Examiners and Toxicology departments have active internship programs. Jessica is an affiliate member of UD, so she tries to take on their students.
- Johna: interns take a lot of our time to manage and the experience may not be very meaningful

- DNA unit has many restrictions for interns regarding evidence and use of equipment  
There should be some standards or guideline for intern i.e. qualifications, responsibilities of interns ect.
- Suggested that students would rotate through various DFS units to give a broader experience. This would lighten the burden of employees.
- Suggested to request funds to support interns in order to get high quality interns.

Each unit should provide an internship guideline defining: DNA, Toxicology, Forensic Chemistry (fire, debris and controlled substance), and Medical Examiners

1. Qualifications; course work.
2. Defined activities for interns
3. Expected outcomes

#### **Staff Retention:**

Jamie provided a Salary comparison for local, state, federal and private agencies.

Discussion:

Classification, step up and pay scale with DFS.

Johna and Jamie provided details on how staff member progress through promotion and there are challenges with opportunities and funding.

**Outcomes of discussion:** SACS needs to develop a “Pay Step Plan” to present to the Commission that doable, manageable and fundable. There is a plan in place for managers, but not staff members. One plan should suffice for all units. Jamie and Johna will gather information to develop a plan.

Summary”

Step increase plan: Dr. Watson will speak with Major Evans to find out what they are doing with pay rates, scales, etc.

Internship guidelines: Each unit is to develop guidelines.

The next meeting is November 16, 2016 at DFS.

4. Committee members open discussion
5. Adjourn